

Special Notice Effective July 1, 2002, with updates on December 26, 2002, concerning Expenditures for Information Technology Personal Services, Goods and Services

The Secretary of Technology has begun a major initiative to improve reporting and accounting for information technology expenditures. Several affected subobject codes have been updated as part of the Secretary's initiative. The subobject codes are highlighted below and are located throughout the expenditure structure. The changes are effective July 1, 2002.

Some changes solely bring the codes into the 21st Century. For example, we are giving up references to "mag card" readers and picking up scanners. Some of these changes are too minor to list.

The major changes include 1205, which captures expenses for seat management; 1228, training for information technology, and 1436, aid to localities for technology.

New codes added in November and December 2002 are for personal service costs of information technology related employees. Subobjects 1128, 1129, and 1149 have been added to capture salaries, overtime salaries, and wages for these employees. Information technology employees are defined as any full-time or part-time classified, wage, or contractual employee in a state agency or institution of higher education, the majority of whose actual job duties involve information technology. This description includes computer programmers.

1128, Salaries, Information Technology Employees: Include salary expenses for employees performing a role in information technology who would otherwise have salary expenses coded in subobjects 1121 through 1125. This subobject code is in effect starting January 1, 2003 and to be used starting with the January 16, 2003 payroll. [Eff. 1/1/03] Added November 2002.

1129, Salaries, Overtime for Information Technology Employees: Include expenses for compensation to persons performing a role in information technology who are paid at an established yearly rate, for hours worked in excess of their normal workweek. This expense would otherwise have overtime coded in subobject 1125. This subobject code is in effect starting January 1, 2003 and to be used starting with the January 16, 2003 payroll. [Eff. 1/1/03] Added December 2002.

1149, Wages, Information Technology Employees: Include expenses for compensation to persons paid an hourly rate and whose actual job duties involve information technology. This subobject code is in effect starting January 1, 2003 and to be used starting with the January 16, 2003 payroll. [Eff. 1/1/03] Added November 2002.

1205, Seat Management Services: *Includes expenditures for Seat Management services, which provides computer hardware and software through a contract from a single source. Services include hardware, software, support, and disposal.*¹ [Eff. 7-1-02]

1216, Telecommunications Services (provided by DIT): Include expenses for services that provide for cables, facsimile-transmission, local ~~(including centrex)~~ and long distance voice, video, and data connections including telephones-service, telegrams transmission, teletypes transmission, and similar telecommunications services provided by DIT. [Rev. 7-1-02]

1217, Telecommunications Services (provided by Non-State vendor): Include expenses for services that provide for cables, facsimile-transmission, local ~~(including centrex)~~ and long distance voice, video, and data connections including telephones-service, telegrams transmission, teletypes transmission, and similar telecommunications services provided by private sector. [Rev. 7-1-02]

1218, Telecommunications Services (provided by another State agency): Include expenses for services that provide for cables, facsimile-transmission, local ~~(including centrex)~~ and long distance voice, video, and data connections including telephones-service, telegrams transmission, teletypes transmission, and similar telecommunications services provided by state agencies other than DIT. [Rev. 7-1-02]

1224, Employee Training Courses, Workshops, and Conferences. Include costs, such as registration fees and materials for attending training courses, workshops, and conferences. Do not include expenses for information technology training; see subobject code 1228. (For other related costs see 1227) [Rev. 7-1-02]

1228, Employee Information Technology (IT) Training Courses, Workshops, and Conferences: *Includes expenditures such as registration fees and materials for attending training courses, workshops, and conferences on information technology. For related expenditures see 1227.* [Eff. 7-1-02]

1252, Electrical Repair and Maintenance Services: Include expenses for services provided to repair and maintain electrical systems (including network cabling) in buildings, shelters, towers, and on grounds. [Rev. 7-1-02]

1270, Technical Services: Includes expenditures for information technology (IT) ~~Information Management Program (IMP)~~ computer and related services such as systems design and development, hardware maintenance, software maintenance, packaged software acquisition and maintenance, and operations. [Rev. 7-1-02]

1271, Information Management ~~Program~~ Design and Development Services (provided by DIT): Include expenses for services provided by the Department of Information Technology (DIT) computer system analysts, programmers, and other technical and management personnel who provide assistance in ~~IMP~~-IT planning, feasibility analysis, and design and in the development of systems. [Rev. 7-1-02]

1272, Information Management ~~Program~~ Design and Development Services (provided by vendor - Non-State): Include expenses for services provided by private sector computer systems analysts, programmers, and other technical and management personnel who provide assistance in ~~IMP~~-IT planning, feasibility analysis, and design and in the development of systems. [Rev. 7-1-02]

1273, Information Management ~~Program~~ Design and Development Services (provided by another State agency): Include expenses for services provided by state employed (other than DIT) computer systems

¹ *Seat management is defined as a contractual arrangement that provides an agency with the means to acquire externally managed life cycle support from a single source for all or part of their distributed computing environment, including hardware, software and support services.*

analysts, programmers, and other technical and management personnel who provide assistance in ~~IMP~~ IT planning, feasibility analyses, and design and development of systems. [Rev. 7-1-02]

1274, Computer Hardware Maintenance Services: Include expenses for services to repair and maintain computer and computer peripheral hardware ~~(including unit record equipment, terminals, and microcomputers)~~. Use 1205 for seat management services. [Rev. 7-1-02]

1276, Computer Operating Services (provided by DIT): Include expenses for services provided by DIT computer operations personnel and other costs associated with the operation of computer hardware. [Rev. 7-1-02]

1277, Computer Operating Services (provided by vendor - Non-State): Include expenses for services provided by private sector computer operations personnel and other costs associated with the operation of computer hardware. [Rev. 7-1-02]

1278, Computer Operating Services (provided by another State agency): Include expenses for services provided by state-employed (other than DIT) computer operations personnel and other costs associated with the operation of computer hardware. [Rev. 7-1-02]

1279, Computer Software Costs: Include expenses for the purchase and licensing of package or tailor-made application software, systems software, database software, programming software, telecommunications software, and utility programs. [Rev. 7-1-02]

1373, Computer Operating Supplies: Include expenses for ~~continuous form paper, bar cards, disposable media (e.g., tapes and disks) punch cards, paper tape, charts, and forms used in developing programs,~~ and other computer operating supplies. [Rev. 7-1-02]

1377, Photographic Supplies: Include expenses for chemicals, film, digital media, flash bulbs, light bulbs, and similar photographic supplies. [Rev. 7-1-02]

1431, Categorical Aid to Local Governments and Constitutional Officers (Not Technology): Include expenses for aid to and dedicated shared revenues with local governments for which the Commonwealth has designated specific use by the local government: such as Constitutional Officer; welfare assistance; education assistance; circuit court supplements; and street and highway maintenance. [Rev. 7-1-02]

1436, Categorical Aid to Local Governments and Constitutional Officers for Technology: Include expenditures for aid to and dedicated shared revenues with local governments for which the Commonwealth has designated specific technology use by the local government: such as information technology for Constitutional Officers; education; and circuit courts. [Eff. 7-1-02]

1521, Computer Peripheral Capital Leases: Include expenses for capital lease agreements for computer peripheral equipment, ~~excluding including mainframe microcomputers or large enterprise servers with high processing capacity unit record equipment, and terminals.~~ [Rev. 7-1-02]

1522, Computer Central Processor Capital Leases: Include expenses for capital lease agreements for central processor equipment like mainframe or large enterprise servers with high processing capacity [Rev. 7-1-02].

1523, Computer Software Capital Leases: Include expenses for capital lease agreements for mainframe or large enterprise servers application software, utility programs, and operating system software. [Rev. 7-1-02]

1524, Equipment Capital Leases: Include expenses for capital lease agreements of equipment. Exclude expenses chargeable to 1521 and 1522, ~~and 1523.~~ [Rev. 7-1-02]

1531, Computer Peripheral Rentals (not mainframe): Include expenses for operating leases of computer peripheral equipment, ~~excluding including mainframe microcomputers or large enterprise servers with high processing capacity.~~ Charge seat management services to 1205. [Rev. 7-1-02]

1532, Computer Processor Rentals: Include expenses for operating leases of ~~computer~~ central processor equipment like mainframe *or large enterprise servers with high processing capacity.* ~~and minicomputers.~~. [Rev. 7-1-02]

1533, Computer Software Rentals: Include expenses for operating leases of central processor equipment like mainframe *or large enterprise servers* ~~capacity~~ computer application software, utility programs, and operating system software. [Rev. 7-1-02]

1561, Computer Peripheral Installment Purchases: Include expenses for installment purchases of computer ~~peripheral~~ equipment, ~~excluding including~~ mainframe ~~microcomputers~~ *or large enterprise servers with high processing capacity.* Charge seat management services to 1205. [Rev. 7-1-02]

1562, Computer Processor Installment Purchases: Include expenses for the operating leases ~~installment purchases of computer~~ of central processor equipment like mainframe *or large enterprise servers with high processing capacity.* ~~and minicomputers.~~ [Rev. 7-1-02]

1563, Computer Software Installment Purchases: Include expenses for the installment purchases of ~~computer~~ application software, utility programs, and operating system software for *mainframes or large enterprise servers with high processing capacity.* [Rev. 7-1-02]

2210, Computer Equipment: Includes expenditures for computing platforms (mainframes to hand held) and other equipment. ~~peripheral and processor automated data processing equipment.~~ [Rev. 7-1-02]

~~2211, Computer Peripheral Equipment:~~ ~~Include expenses for the purchase of microcomputers, unit record equipment, terminals, card punches, card readers, control units, disk drives, key to tape and key to disk converters, plotters, tape drives, tape verifiers, bursters, decollators, components for the construction of computers, and similar equipment.~~ [Rev. 7-1-02]

~~2212, Computer Processor Equipment:~~ ~~Include expenses for central processor equipment for mainframes and minicomputers.~~ [Rev. 7-1-02]

2213, Personal Computing Systems and Components: *Includes technologies typically used by individuals to enhance productivity. Examples include desktop setups (with all included components), laptop setups (with all included components such as docking stations with desktop components), and “thin clients”². Includes shared computer setups, classroom systems, lab systems, library systems, etc.* [Eff. 7-1-02]

2214, Mainframe Computers and Components: *Includes all components and peripherals up to a network connection. Mainframe is an industry term for a large computer, typically manufactured by a large company such as IBM for the commercial applications of Fortune 1000 businesses and other large-scale computing purposes. Historically, a mainframe is associated with centralized rather than distributed computing.* [Eff. 7-1-02]

2215, Network Servers: *Includes computers designated by the manufacturer as servers, enterprise servers, server blade frames and components, network storage devices and systems, RAID devices, jukeboxes, etc. In general, a server accepts requests from network clients and performs single or multiple functions including file storage and retrieval, print message controls, application execution, email and communications.* [Eff. 7-1-02]

² “Thin client” is defined as a simple personal computer that is similar to a dumb terminal. The machine performs very little processing. Generally, most of the application processing is done on a network server.

2216, Network Components: Includes assets used in the local area network not reported in 2215 such as routers, switches, hubs, bridges, etc. This also includes cabling system components when not part of a state-owned building renovation or construction project. [Eff. 7-1-02]

2217, Other Computer Equipment: Includes all other equipment that cannot be reported in 2213 through 2216. Examples include printers, kiosks, print copiers, scanners, add-on peripherals for desktops or laptops, network interface cards, handheld wireless devices, devices for reading bar codes, and devices for providing local and wide area connectivity (e.g., modems, codecs). [Eff. 7-1-02]

~~2218, Computer Equipment Improvements: Include e expenses for the restoration of and addition or modification to existing computer equipment which expands capability or capacity, or improves performance. [Rev. 7-1-02]~~